

# AS PER THE BUILDING INSPECTOR:

ALL ITEMS REQUIRED FOR  
PERMIT PROCESS

**MUST** BE INCLUDED OR  
APPLICATION

**WILL NOT BE**  
**ACCEPTED**

***(no exceptions)***

ANY QUESTIONS PLEASE CALL THE  
BUILDING INSPECTOR @ (845) 831-7800  
ext 3321.



**TOWN OF FISHKILL**  
**CODE ENFORCEMENT**

**TOWN OF FISHKILL**  
**OFFICE OF MUNICIPAL DEVELOPMENT**  
807 Route 52, Fishkill, New York 12524-3110  
website: [www.fishkill-ny.gov](http://www.fishkill-ny.gov)

(845) 831-7800 ext. 3322 Fax: (845) 831-3256



**NEW YORK STATE**  
**CODE ENFORCEMENT**

**DECK AND PORCH**  
**BUILDING PERMIT PACKAGE**

1. **CONSTRUCTION DRAWINGS**- Need to submit two (2) drawings of the proposed deck or porch. A complete top view and a side section view, showing all structural members, their size and spacing. Include stairs, platform details, fastening methods, spacing between supports and all elevations. Minimum depth of the footings are to be no less than 42".
2. **LOCATION PLAN**- A location plan or stamped survey of the property showing the location of the deck on the house and indicating the proper setbacks from the property lines in conformance with The Town of Fishkill Zoning Ordinance. Show water and sewer line. See attached samples.
3. **WORKERS' COMPENSATION and CERTIFICATE OF LIABILITY** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application.
  - Contractors **MUST** submit Certificate of Liability naming Town of Fishkill or homeowner of project as Certificate Holder.
  - Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof---signed and stamped by Workers Compensation Board.
  - Homeowners doing their own projects **MUST** fill out form BP-1 (included in packet) and have notarized.
4. If contractor is applicant, the contractor **MUST** provide a letter from the homeowner authorizing him to file for Building Permit.
5. **All applications MUST be complete before review by a Building Inspector.**

**BUILDING PERMIT APPLICATION**

Application/Permit #

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**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

The undersigned hereby applies for a permit to completely perform work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and often requires the previous approvals of other agencies which must be included with the application. All provisions of the Town of Fishkill, local law and all other appropriate rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BUILDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

BUILDING SITE LOCATION: \_\_\_\_\_

(Road: Town, County, State or Private)

TAX GRID NUMBER: #06

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PROJECT: \_\_\_\_\_

(Check all that apply.)

☐ Construction of New Building☐ Demolition☐ Factory Manufactured Home☐ Conversion - Change in Use/Occupancy☐ Alteration☐ Addition to Existing Building☐ Repair to Existing Structure☐ Installation/Replacement of Equipment and Systems☐ Installation/Extension of Electrical Systems☐ Pool - Above Ground: size \_\_\_\_\_☐ Pool - In-Ground: size \_\_\_\_\_☐ Garage, Attached☐ Garage, Detached☐ Noncommercial Storage Building (shed)☐ Deck/Porch☐ Solid Fuel Heating Device (woodstove, pellet stove, fireplace)☐ Sign☐ Other: \_\_\_\_\_

Size of Structure (dimensions): \_\_\_\_\_

Square Footage: \_\_\_\_\_

Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_

No. of Bathrooms: \_\_\_\_\_

Finished Basement? \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

Fire District: \_\_\_\_\_

Proposed Setback Minimums:

Distance of structure from...

Front Line: \_\_\_\_\_

Rear Line: \_\_\_\_\_

Left Side: \_\_\_\_\_

Right Side: \_\_\_\_\_

Road Frontage (feet): \_\_\_\_\_

Lot Area (acres): \_\_\_\_\_

☐ Planning Approval - Site Plan, Special Use, etc.☐ Town Variance (attach ZBA resolution)☐ State Variance (attach Board of Review resolution)☐ Driveway Permit - Town, County, State DOT☐ Water/Sewer District Approvals☐ Wetland☐ Flood Plain☐ SAN 34 Form - Dept. of Health Approval☐ Manufactured Home: Stamped and Signed Plans☐ Trusses: Stamped and Signed Plans☐ Energy Code Compliance Sheet☐ Electrical Inspection Agency: Application Filed☐ Attached Plot Plan or Survey☐ **INSURANCE / WORKERS COMPENSATION****ESTIMATED COST OF PROJECT:** \_\_\_\_\_

Zoning Dept. Use: \_\_\_\_\_

Bldg. Dept. Use: \_\_\_\_\_

☐ FEE: \_\_\_\_\_

Deposit: \_\_\_\_\_

Balance: \_\_\_\_\_

Total: \_\_\_\_\_

The undersigned applicant is responsible to notify the Town and hereby consents by the execution of this application to all necessary inspections to be made by the Building and Zoning Department of the Town of Fishkill. It is the responsibility of the applicant and design professional to contact the Building Department and supervise, certify all work changed from the original plans to be appropriately recorded and approved. It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator to enter premises for purposes of inspection any time prior to the issuance of the Certificate of Occupancy.

**All inspections are listed on Building Permit.****All applications MUST be complete before review by an Inspector.****MINIMUM 72 HOURS FOR PERMIT TO BE ISSUED**

Signature (Owner, Builder, Agent) \_\_\_\_\_

Date \_\_\_\_\_

**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

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LOCATION OF PROPOSED WORK:

The diagram illustrates the subtraction of 10 from 24 using base ten blocks. It shows a sequence of three representations: first, a tens rod and four unit cubes (representing 24); second, a minus sign followed by a tens rod and two unit cubes (representing 10); and third, another minus sign followed by a tens rod and two unit cubes (representing the result, 14).

INTERIOR LOT: \_\_\_\_\_ CORNER LOT: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

A diagram of a rectangular lot. The lot is represented by a central rectangle. Four dimension lines with arrows at both ends extend from the rectangle to labels: a vertical line above the rectangle labeled "Rear Yard" followed by a blank line and "ft."; a vertical line below the rectangle labeled "Front Yard" followed by a blank line and "ft."; a horizontal line to the left of the rectangle labeled "Side Yard" followed by a blank line and "ft."; and a horizontal line to the right of the rectangle labeled "Side Yard" followed by a blank line and "ft.". At the bottom right of the diagram, the text "Frontage" is followed by a blank line and "ft.".

Nearest Street  
ft.

**Street Name:**

**The applicant is responsible for accuracy in dimensions shown above.**  
**INDICATE LOCATION OF WELL AND SEWAGE SYSTEM**  
**AND THE DISTANCE OF EACH FROM STRUCTURE**

## **WORKERS COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS**

**TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

**New York State law requires an applicant for a Building Permit to submit proof of Workers Compensation Insurance and proof of Disability Insurance. This proof must be on the following forms:**

### **For Workers Compensation**

**C-105.2**

**U-26.3**

**SI-12**

**GSI-105.2**

### **For Disability**

**DB-120.1**

**DB-155**

**ONLY THE ABOVE FORMS ARE ACCEPTABLE. BE ADVISED THAT "ACORD" FORMS ARE NOT ACCEPTABLE AS PROOF OF WORKERS COMPENSATION OR DISABILITY COVERAGE.**

**You can get the proper forms from your insurance company.**

**If you are a homeowner doing your own work on your own house, you may be eligible for exemption from the above requirements. Please ask us for a homeowner's exemption form.**

**If you are a business of one or two persons, with no full-time employees, you may be eligible for exemption from the above requirements. Please acquire form #C-105.21 from your local office of the Workers Compensation Board.**

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

**\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\***

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ♦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ♦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
(County Clerk or Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

# **ABBREVIATED SUMMARY OF PERMIT FEES – RESIDENTIAL** **TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK**

## **RESIDENTIAL BUILDING PERMITS**

Minimum Fee (or minimum fee required to submit an application): \$ 75.00  
See miscellaneous fees for retroactive work, electrical only work, etc.

**New Home Construction** (per \$1000 of estimated construction cost less land value): \$ 12.00/\$1K

**Additions:** 0.40/sq.ft.

New finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.

**Interior Alterations:** 0.30/sq.ft.

Existing finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.

### **Garages:**

Attached: 0.40/sq.ft.

Detached: 0.40/sq.ft.

### **Storage Buildings (sheds):**

Up to 400 square feet: \$75.00

### **Decks/Porches/Patios:**

Open or with roof cover only: 0.30/sq.ft.

Enclosed: 0.40/sq.ft.

Patios (impervious or associated with a pool): 0.20/sq.ft.

### **Plumbing installations (alterations not included):**

Kitchens: 20.00 each

Half bath (two fixtures): 20.00 each

Full bath (three fixtures): 20.00 each

Future rough-in: 10.00 each

### **Pools:**

Above ground (deck, platform or patio not included): 75.00 each

In ground (deck, platform or patio not included): 75.00 each

### **Conversions:**

Extended one-family use (alterations not included): 125.00 each

Accessory apartment use (alterations not included): 125.00 each

### **Heating Equipment (Furnaces, Boilers, Woodstoves, Pellet Stoves, Fireplaces, etc.):**

New installations (alterations not included): 50.00 each

Replacements (alterations not included): 50.00 each

## **MISCELLANEOUS FEES – RESIDENTIAL**

Retroactive Work (in additional to above fees for each occurrence): \$250.00 PLUS

Additional fee required to submit a Building Permit application or 10% of the Cost of construction amendment  
Building Permit for work commenced or completed  
prior to approval of such Building Permit or amendment.

Electrical Work Only: \$50.00 each

Temporary Construction/Office Trailer (requires Planning approval): 125.00/year

Sign - New Construction/Installation/Electric - (separate Zoning Permit is also required): 150.00 each

Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector): 50.00 each

Municipal Files Searches (transcript of records only): 175.00 each

Additional fee for an on-site verification inspection: 125.00 each

Land Development Permit (Chapter 78): 100.00 each

(Fee applies only to applications that are not connected to site plan, subdivision, special use permit or building permit applications.)

Top Soil and Excavation Permit (Chapter 128-5A): 100.00 each

(Fee applies only to applications that are covered under Chapter 128-5A.)

Landscaping or Driveway Bond - administration fee (nonrefundable - notes 4 & 5): \$ 100.00

(Bond amount shall be equal to cost of seeding or paving.)

### **Building and/or Structural Demolition:**

Minimum Fee (includes work covering up to and including 250 square feet): \$ 50.00

Add to minimum fee for each square foot, or fraction thereof, exceeding 250 square feet: 0.10/sq.ft.